

PLANT OPERATIONS & MAINTENANCE SUPERINTENDENT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To manage the wastewater operations and maintenance of the Environmental Division within the Public Works Department; to assure the safe and effective operations of the facility; and to provide highly responsible and complex administrative support to the Environmental Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Environmental Manager.

Exercises direct supervision over supervisory, technical and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume management responsibility for all wastewater treatment operations and maintenance (O & M) services and activities of the Environmental Division, a 66 million gallons per day, single facility operation; planned expansions will increase capacity to 102 million gallons per day at three facilities by 2002.
2. Evaluate performance of the facility based on sampling and laboratory test results; determine technical requirements needed to meet or exceed permit requirements mandated by the Environmental Protection Agency and other federal, state or local enforcement agencies, including requirements to repair, modify, maintain and rehabilitate equipment.
3. Evaluate and recommend new equipment and procedures or modifications to existing equipment and procedures; design methods for integrating new processes with old; test new treatment units to ensure smooth transition before units become operational; review and approve purchase requests for materials and equipment.
4. Select, train, motivate and evaluate staff; provide or coordinate staff training, including safety training; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
5. Coordinate treatment operations and maintenance work with other division staff, other city departments, construction contractors, engineers and other agencies.

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Essential Functions:

6. Participate in the development and administration of the division annual budget; forecast funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; implement adjustments.
7. Respond to inquiries and complaints from the public regarding wastewater services or refer to the Environmental Manager or other city staff.
8. Assist the Environmental Manager in establishing and coordinating special projects and programs; review bid plans and specifications on construction projects; monitor construction progress; report problems or concerns to the manager; take corrective action.
9. Maintain detailed records and reports of functions, activities and supplies; prepare various reports on the activities of the section.
10. Participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; develop, recommend and administer policies and procedures.
11. Identify opportunities for improving service delivery methods and procedures; review with Environmental Manager; implement improvements.
12. Respond to plant emergencies such as chemical spills, chlorine leaks, power failures and flash floods and make immediate decisions to correct problems.
13. Provide responsible staff assistance to the Environmental Manager.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of wastewater operations and maintenance.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services, processes and activities of a modern, comprehensive wastewater treatment O&M program, especially activated sludge.

The machinery, equipment and materials used in a wastewater treatment O&M program.

Pertinent federal, state and local laws, codes and regulations.

Cost effective predictive and preventive maintenance programs and procedures.

Hand, power and measurement tools used in a wastewater treatment O&M program.

Principles and practices of supervision, training and performance evaluation.

Advanced mathematical principles.

Principles of electronic, electrical and mechanical systems.

Occupational hazards and standard safety practices.

Principles and practices of program development and administration.

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Knowledge of:

Emergency first response procedures.

Principles and practices and municipal budget preparation and administration.

Principles and procedures of record keeping.

Modern office procedures, methods and computer equipment and software.

Ability to:

Plan, organize, prioritize, direct and coordinate the work of assigned staff.

Supervise, train and evaluate assigned staff.

Oversee and direct the operations, services and activities of the wastewater treatment operations and maintenance sections of the Environmental Division.

Develop and administer O&M goals, objectives, policies and procedures.

Read, understand and interpret blueprints and other detailed technical documents.

Interpret and apply federal, state and local policies, laws and regulations.

Interpret, explain, apply and enforce department and division policies and procedures.

Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend solutions and implement approved solution in support of goals.

Prepare and administer the O&M budget.

Research, analyze and evaluate new service delivery methods and techniques.

Prepare clear and concise administrative, operational and financial reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment.*

Maintain mental capacity which allows the capability of:

- *Making sound decisions*
- *Effective interaction and communication with others*
- *Demonstrating intellectual capabilities.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *sitting for extended periods of time*
- *operating assigned equipment.*

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Experience and Training Requirements

Experience:

Six years of increasingly responsible experience in the operations and maintenance of a wastewater treatment facility, including four years of administrative and supervisory experience.

Training:

Equivalent to an associate degree from an accredited college, university or technical institution with major course work in wastewater treatment, engineering (environmental, electrical, civil, mechanical or environmental health), microbiology, chemistry, plumbing and pipefitting, electronics, environmental control technologies or another field closely related to the assignment.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application.

Possession of a Nevada Grade V Treatment Plant Operator certificate (Supervisor level) or equivalent on the date of application. If appointed with equivalent certificate, must obtain Nevada Grade V certification within 9 months of the date of appointment.

Special Requirements

Will be required to be on-call, and respond if necessary, during assigned swing, graveyard and weekend shifts (facilities are 24 hour, 7 day per week operations).

WORKING CONDITIONS

Environmental Conditions:

Wastewater treatment plant environment, and, at times, construction site environment; exposure to waste, hazardous and infectious materials, loud machine noise, electrical hazards, inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, walking, standing, moderate lifting, bending, stooping, kneeling and crawling for prolonged periods of time.

ARB

NEW 5/20/99 (formerly Plant Operations Supt and Plant Maint Supt)

FLSA & City: exempt

Approved 5/24/99